



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

State Financial Aid and the MiSSG Data Management System for High School Counselors

Dear Lead Administrator:

Student Scholarships and Grants (SSG), within the Student Financial Services Bureau in the Michigan Department of Treasury encourages you to support your counselors in their efforts to inform your students of both the financial aid process and their eligibility for State aid programs. To aid your counselors, SSG provides access to our data management system, MiSSG, which allows authorized users to review application statuses and eligibility for the Tuition Incentive Program (TIP), view FAFSA completion data, and monitor whether SAT records have linked Social Security numbers.

Did you know? For the Class of 2018:

- Approximately **55.7%** of the known TIP eligible high school seniors did not complete their required TIP application prior to June 30, 2018.

For users to have access to MiSSG for Academic Year 2018-19, the lead administrator must complete a [Data Use Agreement \(DUA\)](#) and email it to mistudentaid@michigan.gov. Persons selected as a Data Receiver Designee must be an employee of your high school or ISD, housed within your high school building, and have direct contact with students.

It is your obligation to maintain the security and confidentiality of the data accessed. If the lead administrator or a data receiver changes within the academic year, it is your responsibility to immediately notify SSG.

If your high school is supported by a community/local college access group, you must list those members who have your approval to review your students' data, if any, on the Secondary Partner Roster section of the DUA. These partners will not have user accounts in MiSSG, but you may share MiSSG's reports with them, however, any liability remains with you.

Once SSG has your completed DUA, Data Receivers at your school will be notified by email of their username, temporary password, and instructions for accessing MiSSG to activate their account.

Thank you for the work you do to ensure that Michigan students know college is accessible, affordable, and achievable. For questions, please contact MI Student Aid at 1-888-447-2687 or mistudentaid@michigan.gov.

Sincerely,

A handwritten signature in cursive script that reads "Carla Foltyn".

Carla Foltyn, Director
Student Scholarships and Grants
Student Financial Services Bureau